

Facility Investigations & SSIS

Overview

- This reference provides basic information regarding facility investigations entries and documentation in SSIS, from intake to completion of the investigation, including:
 - Facility Investigation Intake: Child Maltreatment Report
 - Initial Notification
 - Alternate Case and Workgroup Names
 - Facility Investigation Checklist
 - Determination Documentation
 - CPS Summary Disposition Notice
 - Notice of Determination Letters
 - Licensing Actions
- Additional training on conducting facility Investigations is available through the Minnesota Child Welfare Training System

Facility Investigation Intake

Child Maltreatment Report

The screenshot shows a software interface for Facility Investigation Intake. The sidebar on the left lists 'Intake Views' and 'My Recent Intakes'. The main area displays details for 'Superstarr Foster Home CP Intake'.

Intake Views

- My Recent Intakes
 - Superstarr Foster Home CP Intake
 - Staff Assignments
 - Chronology
 - Participants
 - Special Studies
 - Intakes needing action
 - All Recent Intakes
 - Recent Intake Participants
- Intake Searches
- Intake Maltreatment Report Searches

Intake Workgroup

Identification

Name: Superstarr Foster Home CP Intake 03/22/2013

Description: Superstarr Foster Home SSIS Intake #: 200676237

Detail

Start date/time: 3/22/2013 11:56 AM Method: Phone

Intake type: Child maltreatment report

Problem: Alleged child maltreatment

Program: Child Protective Services

Source: Law enforcement

Caller:

Disposition / Close

Close reason:

Close date / time:

An intake received regarding Child Maltreatment in a Facility is documented much the same as a report of maltreatment within the family unit. An Intake Workgroup and a Child Maltreatment Report are entered.

Facility Investigation Intake Report Track

Facility Investigation Intake Report Track

Intake Views

- My Recent Intakes
 - Superstar Jeanne B CP Intake 03/08/2013
 - Staff Assignments
 - Child Maltreatment Report - Fac**
 - Chronology
 - Participants
 - Special Studies
 - Intakes needing action
 - All Recent Intakes
 - Recent Intake Participants
 - Intake Searches
 - Intake Maltreatment Report Searches

Identification

SSIS Report #: 200676007

Police Report #: Imminent danger: ☐ Yes ☒ No

Status

Report status: Screened in for assessment

End reason:

End date: Number of alleged victims:

Classification

Report track: **Fac - Facility investigation**

Investigation reason: **Fac - Facility investigation**

Reporter

Reporter: Inv - Family investigation

Reporter detail: Other mandated ☒ Mandated ☐ Voluntary

Report determinations

Maltreatment determined ☐ Yes ☐ No

Maltreatment determined after reconsiderations / appeals ? ☐ Yes ☐ No

Report conclusions

Are on-going CP services needed? ☐ Yes ☐ No

Family Support Services Requested? ☐ Yes ☐ No

Is facility responsible? ☐ Yes ☐ No

Is facility staff person responsible? ☐ Yes ☐ No

Is licensing action recommended? ☐ Yes ☐ No

Conclusion comments

Action

Logged On: QA1\SSIS_DATA\cynthia

When completing the Child Maltreatment Report node, **Fac – Facility Investigation** must be selected in the Report track field.

Facility Investigation Intake

Facility Information tab

The screenshot shows a software interface with a top toolbar containing icons for navigation and actions. Below the toolbar is a tab bar with the following tabs: 'Intake Views', 'My Recent Intakes', 'Superstar CFC CP Intake 07/24/2013', 'Child Maltreatment Report - Fac', and 'Facility Information'. The 'Facility Information' tab is currently selected. On the left side, there is a tree view under 'Intake Views' with the following structure: 'My Recent Intakes' (expanded) -> 'Superstar CFC CP Intake 07/24' (expanded) -> 'Child Maltreatment Report -' (expanded) -> 'Facility Information' (selected and highlighted with a red box). The main panel on the right, titled 'Facility Information', contains three input fields: 'Provider / facility:' with a dropdown menu showing 'Superstarr Foster Home- child', 'Facility type:' with a dropdown menu showing 'Child foster care', and 'License #' with a text box containing '8888713'. The entire 'Facility Information' tab area is outlined with a red border.

From the Child Maltreatment Report folder, access the action menu and select “New Facility Information”. Complete the facility Information in the detail panel.

The provider must be already entered as a bus. org. provider, or they will need to be added. If the facility is not known in intake, the information can be obtained and entered in the Child Maltreatment Report during the investigation.

Initial Notification

Type	Agency Notified	Date	Method
Initial Notification			

Initial Notification

Agency notified: ?

- County attorney
- DHS**
- Law enforcement
- Licensing agency
- Medical examiner/coroner
- Ombudsman
- Tribe

Date: ?

Method: ?

Person notified:

Some Facility Investigations require initial notifications to outside agencies, such as another licensing agency. These can be documented from the Child Maltreatment Report, in the Initial Notifications folder. These can be entered in the Intake or Assessment workgroup.

Alternative Case and Workgroup Names

Case/Workgroup Setup: New Assessment Workgroup

Case

Initiating Case: Superstar Jeanne B 198835367

Case name: Superstar Jeanne B 198835367

County case #:

Case open date: 7/26/2012

Workgroup

Initiating Workgroup: Superstar Facility Investigation CP Intake 05/06/2013 - SSIS WG #: 200945131

Workgroup name: <NEW>

Type: Assessment

Program: Child Protective Services

Workgroup open date:

County case ext:

County workgroup #:

Assigned to unit: Investigation/ Assessment Unit

Access restriction: Unrestricted

County of service: Bjorn County

County of financial responsibility: Bjorn County

Worker Assignment

Current primary worker: Not assigned

Change: No change to assignment

Start date:

Membership and Naming

Choose members to add to the workgroup

- ☒ Molly Brown
- ☒ Jim Brown
- ☒ Bobby Rodriguez
- ☒ Sofia Rodriguez
- ☒ Robert Rodriguez

Choose case name: Alternate Name

Alternate case name: Molly's Child Care

Choose workgroup name: Alternate Name

Alternate workgroup name: Molly's Child Care Investigation

OK Cancel

In a Facility Investigation, the Case and Workgroup can be named under the facility. If the FCC facility is “Molly’s Child Care,” you could use this name as both the **Case** and **Workgroup** name. When you look “My Caseload” the workgroup will then display under “Molly’s Child” in the CP Assessment workgroup. *Both “Alternative” naming fields are free text*

Facility Investigation Checklist

The screenshot displays the SSIS (Superstar Foster Care) software interface. On the left, a tree view shows the project structure, including 'Case Details', 'Superstar Facility Investigation CP Assessment', and 'Checklists'. The 'Checklists' folder is expanded, and a context menu is open, showing options like 'New Checklist', 'Print Grid', 'Save', 'Cancel', 'Delete', 'Print', 'Expand All', 'Collapse All', and 'Data Clean-up'. The main window displays the 'CP - Facility Investigation Checklist' template. The checklist items are listed in a table with checkboxes:

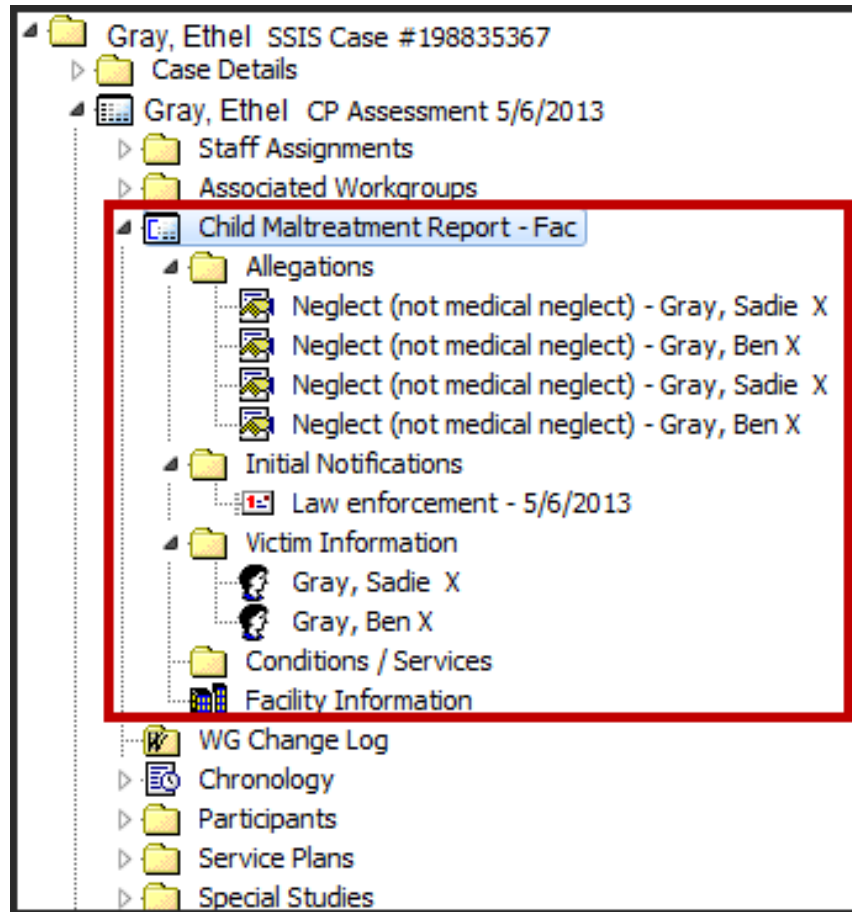
Checklist items
<input type="checkbox"/> Review report from mandated reporter
<input type="checkbox"/> ICWA inquiry
<input type="checkbox"/> Check prior records
<input type="checkbox"/> Notify law enforcement (oral & in writing within 24 hrs.)
<input type="checkbox"/> Notify licensing (within 48 hrs.)
<input type="checkbox"/> Notify ombudsman (within 48 hrs.)
<input type="checkbox"/> In case of child mortality, notify DHS Mortality Review
<input type="checkbox"/> Coordinate assessment/investigation
<input type="checkbox"/> Law enforcement
<input type="checkbox"/> Licensing
<input type="checkbox"/> Notices at beginning of assessment (prior to interviews)
<input type="checkbox"/> Notice of intent to interview child on school property
<input type="checkbox"/> Notice of report to parents of alleged victim
<input type="checkbox"/> Notice of report to agency responsible for placement of alleged victim
<input type="checkbox"/> Notice of report to parents of other children in the facility
<input type="checkbox"/> Notice of report to parents of children previously in the facility
<input type="checkbox"/> Notify the facility that the other parents have been notified
<input type="checkbox"/> Notice of intent to interview to parents of other children in the facility if you intend to interview them.
<input type="checkbox"/> Give Privacy Practices Notice (oral & in writing)
<input type="checkbox"/> Interviews
<input type="checkbox"/> Record interviews

Below the checklist items is a 'Definition' section, which is currently empty. At the bottom of the window, there is an 'Action' dropdown menu.

A checklist is available in SSIS to assist with a Facility Investigation.

Determination Documentation

Child Maltreatment Report Completion



As in any CP investigation, at the conclusion of the investigation, you have to have all the required information in the Child Maltreatment Report sub-folders.

Determination Documentation

Child Maltreatment Report		Track History	
Identification			
SSIS Report #:	<input type="text" value="200945452"/>		
Police Report #:	<input type="text" value="2584449"/>	Inherent danger:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Status			
Report status:	<input type="text" value="Assessment complete"/>		
End reason:	<input type="text"/>		
End date:	<input type="text" value="5/6/2013"/>	<input type="text" value="01:44 PM"/>	Number of alleged victims: <input type="text"/>
Classification			
Report track:	<input type="text" value="Fac - Facility investigation"/>		
Investigation reason:	<input type="text"/>		
Reporter			
Reporter:	<input type="text" value="Dogg, Deputy Walk"/>		
Reporter detail:	<input type="text" value="Law enforcement"/>	<input checked="" type="radio"/> Mandated <input type="radio"/> Voluntary	
Report determinations			
Maltreatment determined	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Maltreatment determined after reconsiderations / appeals ?	<input type="radio"/> Yes <input type="radio"/> No		
Report conclusions			
Are on-going CP services needed?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Is facility responsible?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Family Support Services Requested?	<input type="radio"/> Yes <input type="radio"/> No	Is facility staff person responsible	<input type="radio"/> Yes <input checked="" type="radio"/> No
		Is licensing action recommended?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Conclusion comments			
<input type="text"/>			
Action ▼			

After all the information is entered in the folders within the Child Maltreatment Report subfolders, complete the Child Maltreatment report- including the “Report determinations” and “Report conclusions” sections.

If you cannot complete a sections, such as the “end date”, run data clean as there may be additional required information that needs to be entered (such as a child interview).

THIS MUST BE COMPETED and entered CORRECTLY!

If these are not completed accurately, then you will not be able to create accurate Notice of Determination (NOD) letters!

Determination Documentation

CPS Summary Disposition Notice

The screenshot shows a web-based form for creating a 'CPS Summary Disposition Notice'. The form has tabs for 'Setup', 'Document', and 'Properties'. The 'Setup' tab is active, showing fields for 'Document template' (CPS Summary Disposition Notice), 'Description' (CPS Summary Disposition Notice), 'Status' (Draft), and 'Finalized date'. Below this is the 'Document' section with a 'Document' dropdown (CPS Summary Disposition Notice) and 'Elements' for 'Investigation completion date' (5/6/2013) and 'Letter Date' (5/6/2013). The 'Agency' section includes 'Agency' (Bjorn County Social Services), 'Agency name' (Bjorn County Social Services), 'Agency phone' ((651)772-7541), and 'County or tribe or region' (Bjorn). The 'Workgroup' section, highlighted with a red box, contains 'Workgroup' (Superstar Facility Investigation CP Assessment 5/6/2013), 'Display the language block?' (no), 'Was the child maltreatment report screened out?' (no), 'Who will receive this notice?' (Mandated reporter), 'Would releasing information in this case be detrimental to the child's best interest?' (no), and 'Do you want a free text space' (no). The 'Addressee' section at the bottom shows 'Participant' (Dogg, Deputy Walk) and 'First name Last name' (Deputy Dogg).

This letter to the reporter is sent to reporters that indicate they would like a summary disposition of the assessment at the time of the report. This document is available from Chronology folder.

Notice of Determination Letter

Dual or Consolidated Determination letter

Setup Document Properties

7 required fields needed to complete.

Document template: CPS Notice of Determination

Description: CPS Notice of Determination- Rainbows and Unicorns Child Care

Status: Draft Finalized date:

Document

Document: CPS Notice of Determination

Elements

LetterDate:

Agency

Agency: Test County Family Services

Agency name: Test County Family Services

Agency phone: (651)772-7541

County or tribe or region: Aitkin

Workgroup

Workgroup: Superstar Facility Investigation CP Assessment 5/6/2013

Display the language block?

Who will receive this notice?

Is there a determination that the maltreatment is serious and/or recurring and the individual is disqualified?

Is the facility licensed by corrections?

Is this notice based on findings for a specific offender?

Do you want a free text space below the "Dear AddresseeName" Field?

Do you want a free text space after the first paragraph?

Do you want a free text space after the paragraph describing the decision?

Do you want a free text space before the closing paragraph?

NOD letters are required provide notice regarding both the child maltreatment findings, facility responsibility and notify of potential licensing issues related or resulting from the investigation.

Available from the Chronology folder, complete the set-up tab from the top down.

Only if all the information has been entered correctly, will the document be accurately created!

Notice of Determination Letter

Document tab

Document - CPS Notice of Determination- Rainbows and Unicorns Child Care - 07/17/2013

File Edit Format Help Debug

July 17, 2013

Jodi Gray
7731 Thunderbolt St.
Thunder Rapids, MN 54007

Dear Jodi Gray:

<<< Click button to edit...

Test County Family Services recently received a report stating that [redacted] may have been [redacted] by [redacted]. As required by law we did an investigation to determine whether [redacted] [redacted] maltreated and whether child protective services are needed. We gathered the information used to make the determinations according to the process required by Minnesota Statutes, section 626.556, subdivision 10, paragraphs (h), (i), and (j).

<<< Click button to edit...

Results of investigation:
We determined that maltreatment occurred but that child protective services are not needed. The reasons for the determinations are:

<<< Click button to edit...

If all the information has been entered correctly in the Child Maltreatment Report and the NOD set-up tab, the correct document will be created.

Licensing Actions

Date	Action Category	License Action	Comment
5/6/2013	County recommendations and actions	County Investigation	
7/26/2012	DHS License action	New	New license for CFC granted by DHS today

Date:

Action category: ☒ County recommendations and actions ☐ DHS License action

Action:

Comment:

Any Licensing action that is resulting from issues related to a facility investigation, as well as any other Licensing action, should be documented within the Licensing workgroup.